

POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

Pastoral Care Coordinator

Position Number	000350
Classification	Under the NSW and ACT Catholic Systemic Schools Enterprise Agreement 2023
Reports To	Principal
Location	St Mary MacKillop College, Tuggeranong ACT

Organisation Overview

The Catholic Education, Archdiocese of Canberra and Goulburn (CECG) plays a crucial role in education in both the Australian Capital Territory (ACT) and New South Wales (NSW). It covers 88,000 square kilometres, encompassing the entire ACT and extending from Pambula on the south coast to Crookwell in the north and to the western point of Lake Cargelligo. CECG operates 56 schools and nine early learning centres and is responsible for educating over 22,000 students. It also employs over 4,000 professionals who are the driving force behind our education system.

Position Overview	The Pastoral Care Coordinator is responsible for the wellbeing of students in their year cohort. They work in collaboration with the Assistant Principal Pastoral Care and Director of Student Wellbeing, and in partnership with other middle leaders in the College, to oversee the holistic development of students in their care with the aim of improving each students academic growth.
Position Duties	<ul style="list-style-type: none"> • Support the Principal and College Executive in their leadership and management of the College. • Lead the development, implementation and evaluation of an innovative and relevant Pastoral Program to meet the needs of the cohort. • Ensure effective administrative processes, including holding productive meetings, and maintaining accurate records relating to communication with parents and students, and other matters. • Coordinate or co-plan camps, Retreats and Pastoral days as appropriate to the Year group. • The proactive management of behavioural development and maintaining an inclusive environment to enhance the overall wellbeing of students.
Essential Criteria	<ol style="list-style-type: none"> 1. A comprehensive understanding of Catalyst initiatives and High Impact Teaching Practices and the need to provide appropriate support and feedback to teaching staff. 2. Be an outstanding teacher of experience and initiative who can work effectively with the Pastoral Care team, colleagues, students and families.

	<ol style="list-style-type: none"> 3. As a leader of experience and initiative, work effectively with the Principal, Executive and Middle management teams to develop a vision for Pastoral Care in the College. 4. Support the Principal and Executive to build community with staff, students and their families. 5. Demonstrated capability to coordinate a team of Pastoral Care Teachers effectively, to supervise staff, to work with the staff to effect change. 6. Demonstrated excellence in verbal and written communication skills. This includes high-level mediation and conflict resolution skills and interpersonal skills with the ability to build community. 7. The ability to exercise sound judgment, including dealing with confidential matters.
Qualifications	<ul style="list-style-type: none"> • Bachelor of Teaching or Master of Teaching. • Working with Vulnerable People (WWVP) and/or Working with Children's Check (WWCC) registrations. • Teaching Quality Institute (TQI) registration and/or NSW Education Standards Authority (NESA) accreditation.

Registration and Accreditation

Employment with CECG is conditional upon employees having or obtaining a valid and current working with children registration and accreditation for teaching.

Registrations and accreditations for teaching and working with children are administered under state and territory law. Employees required to perform work or access information in both the ACT and NSW are required to have valid registrations for both regions. The registrations are as follows:

ACT	NSW
<ul style="list-style-type: none"> • Working with Vulnerable People Check (WwVP) • Teaching Quality Institute (TQI) 	<ul style="list-style-type: none"> • Working with Children Check (WwCC) • NSW Education Standards Authority (NESA)

CECG employees are required to meet the expectations for accreditation in accordance with the Accreditation to Work Teach and Lead Policy in Catholic Education Policy.

Personal information collected in the course of employment will only be used for the purpose it is given in accordance with privacy law and the CECG Privacy Policy – [Click here](#).